



**To: Prospective Applicants for a Small Municipal  
Separate Storm Sewer System General Permit**

Attached is a **Small Municipal Separate Storm Sewer Systems General Permit Notice of Intent (NOI) MS4-G**, for a Louisiana Pollutant Discharge Elimination System (LPDES) permit, authorized under EPA's delegated NPDES program under the Clean Water Act. To be considered complete, every item on the form must be addressed and the last page signed by an authorized company agent. If an item does not apply, please enter "NA" (for not applicable) to show that the question was considered.

Two copies (one original and one copy) of your completed NOI, each with a marked **U.S.G.S. Quadrangle map** or equivalent attached, should be submitted to:

Department of Environmental Quality  
Office of Environmental Services  
Post Office Box 4313  
Baton Rouge, LA 70821-4313  
Attention: Water Permits Division

Please be advised that completion of this NOI may not fulfill all state, federal, or local requirements for this operation.

According to L. R. S. 48:385, any discharge to a state highway ditch, cross ditch, or right-of-way shall require approval from:

Louisiana DOTD  
Office of Highways  
Post Office Box 94245  
Baton Rouge, LA 70804-9245  
(225) 379-1927

AND

Louisiana DHH  
Office of Public Health  
Center for Environmental Health Services  
Post Office Box 4489  
Baton Rouge, LA 70821-4489  
(225) 342-7395

A copy of the LPDES regulations may be obtained from the Department's website at <http://www.deq.louisiana.gov/portal/tabid/1674/Default.aspx>.

After the review of the NOI, this Office will issue written notification to those applicants who are accepted for coverage under this general permit.

For questions concerning this NOI please contact the Water Permits Division at (225) 219-9371. For help regarding completion of this NOI please contact DEQ, Small Business/Small Community Assistance at 1-800-259-2890.

Date \_\_\_\_\_  
Agency Interest No. AI \_\_\_\_\_  
LWDPS Permit No. WP \_\_\_\_\_  
NPDES/LPDES Permit LA \_\_\_\_\_

Please check:

☐ Initial Permit  
☐ Permit Renewal  
☐ Existing Facility  
☐ Site Specific Coverage

**STATE OF LOUISIANA**  
**DEPARTMENT OF ENVIRONMENTAL QUALITY**  
*Office of Environmental Services, Water Permits Division*  
*Post Office Box 4313*  
*Baton Rouge, LA 70821-4313*  
*PHONE#: (225) 219-9371*

**LPDES NOTICE OF INTENT (NOI) TO DISCHARGE STORMWATER ASSOCIATED WITH SMALL MUNICIPAL  
SEPARATE STORM SEWER SYSTEMS**  
(Attach additional pages if needed.)

Submittal of this Notice of Intent (NOI) constitutes notice that the entity identified in Section I of this form requests authorization by LDEQ's Small MS4 LPDES General Permit for storm water discharges from a small municipal separate storm sewer system (MS4) in Louisiana. Submittal of the NOI also constitutes notice that the party identified in Section I of this form has read, understands, and meets the eligibility conditions of Part I.B. of the permit; agrees to comply with all applicable terms and conditions of the permit; understands that continued authorization under the permit is contingent on maintaining eligibility for coverage, and that the permittee is required to implement a storm water management program. In order to be granted coverage, all information required on this form must be completed. **Two sets of the completed NOI** (one original and one copy) should be mailed to the Water Permits Division at the above address.

The applicant is the municipality or governmental entity for which coverage is requested. Adjoining municipalities or governmental entities may be co-permittees by submitting a joint NOI per LAC 33:IX.2521.B.1. If necessary, attach additional sheets to provide the information in Sections I-VII for each entity.

**SECTION I - FACILITY INFORMATION**

**A. Permit is to be issued to the following:**

1. Legal Name of Applicant/Owner \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_

2. Name & Title of Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

**B. Name and address of responsible representative who completed the NOI:**

Name & Title \_\_\_\_\_  
Company \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_  
Address \_\_\_\_\_

## SECTION II – LAC 33.I.1701 REQUIREMENTS

- A. Does the company or owner have federal or state environmental permits in other states that are identical to, or of a similar nature to, the permit for which you are applying? (This requirement applies to all individuals, partnerships, corporations, or other entities who own a controlling interest of 50% or more in your company, or who participate in the environmental management of the facility for an entity applying for the permit or an ownership interest in the permit.)

☐ Permits in Louisiana. List Permit Numbers: \_\_\_\_\_

☐ Permits in other states (list states): \_\_\_\_\_

☐ No other environmental permits.

- B. Do you owe any outstanding fees or final penalties to the Department? ☐ Yes ☐ No

If yes, please  
explain.

- C. Is your company a corporation or limited liability company? ☐ Yes ☐ No

If yes, is the corporation or LLC registered with the Secretary of State? ☐ Yes ☐ No

**\*If yes, attach a copy of your company's Certificate of Registration and/or Certificate of Good Standing from the Secretary of State**

## SECTION III – SMALL MS4 SYSTEM INFORMATION

1. MS4 Name: \_\_\_\_\_

2. Regulated City(ies), Town(s) or unincorporated area(s): \_\_\_\_\_

Coordinates: (provide the coordinates of the City Hall or municipal business office for the MS4)

Latitude-\_\_\_\_deg. \_\_\_\_min. \_\_\_\_sec. Longitude- \_\_\_\_deg. \_\_\_\_min. \_\_\_\_sec.

Method of Coordinate Determination: \_\_\_\_\_

*(Quad Map, Previous Permit, website, GPS)*

3. Population served by the MS4 System: \_\_\_\_\_

4. Indicate all water bodies to which the storm sewer system will discharge, to the extent currently known. Estimate the square miles of the MS4 service area. **Attach a USGS 7.5 minute topographic map (or equivalent) and identify all known discharge points (outfalls), receiving waters, and major control structures.** If all discharge points have not yet been identified, this information will become available when the MS4 mapping is complete. At that time, all discharge points must be identified in the Storm Water Management Plan.

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## SECTION IV – STORM WATER MANAGEMENT PLAN

1. Information for person(s) responsible for implementing or coordinating the stormwater management program:

Name & Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

2. Are you relying on another governmental entity to satisfy any of your permit obligations?

☐ Yes ☐ No

If yes, please describe. \_\_\_\_\_

Complete Sections V and VI on the following pages for each of the 6 Minimum Control Measures. You may provide the response to items V and VI in a separate document as an attachment to this NOI provided that the attachment fully addresses the 6 Minimum Control Measures and the Measurable Goals. A list of potential BMP's is available for review at the EPA web site at <http://www.epa.gov/npdes/menuofbmps>

## SECTION V – BEST MANAGEMENT PRACTICES (BMP's)

### 1. Public Education and Outreach on Storm Water Impacts

<input type="checkbox"/> Classroom education on storm water <input type="checkbox"/> Education/outreach for commercial activities <input type="checkbox"/> Proper disposal of household hazardous wastes <input type="checkbox"/> Lawn and garden activities <input type="checkbox"/> Educational displays, pamphlets, booklets and utility stuffers <input type="checkbox"/> Low impact development <input type="checkbox"/> Pet waste management <input type="checkbox"/> Pollution prevention for businesses <input type="checkbox"/> Promotional giveaways	<input type="checkbox"/> Storm water educational materials <input type="checkbox"/> Trash management <input type="checkbox"/> Using the media <input type="checkbox"/> Water conservation practices for homeowners <input type="checkbox"/> Tailoring outreach programs to minority and disadvantaged communities and children <input type="checkbox"/> Others: _____ _____ _____
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### 2. Public Involvement/Participation

<input type="checkbox"/> Adopt-A-Stream programs <input type="checkbox"/> Attitude surveys <input type="checkbox"/> Community hotlines <input type="checkbox"/> Reforestation programs  <input type="checkbox"/> Stakeholder meetings <input type="checkbox"/> Storm drain stenciling <input type="checkbox"/> Stream cleanup and monitoring	<input type="checkbox"/> Volunteer monitoring <input type="checkbox"/> Watershed organization <input type="checkbox"/> Wetland plantings <input type="checkbox"/> Educational programs conducted by volunteers <input type="checkbox"/> Adopt-A-Road programs <input type="checkbox"/> Others: _____ _____
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### 3. Illicit Discharge Detection and Elimination

<input type="checkbox"/> Failing septic systems <input type="checkbox"/> Identifying illicit connections <input type="checkbox"/> Illegal dumping <input type="checkbox"/> Industrial/business connections <input type="checkbox"/> Wastewater connections to the storm drain system	<input type="checkbox"/> Recreational sewage <input type="checkbox"/> Sanitary sewer overflows <input type="checkbox"/> Others: _____ _____
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## SECTION V – BEST MANAGEMENT PRACTICES (BMP's) cont.

### 4. Construction Site Storm Water Runoff Control

<input type="checkbox"/> BMP inspection and maintenance <input type="checkbox"/> Brush barrier <input type="checkbox"/> Check dams <input type="checkbox"/> Chemical stabilization <input type="checkbox"/> Construction entrances <input type="checkbox"/> Pre-construction plan reviewer <input type="checkbox"/> Construction sequencing <input type="checkbox"/> Contractor certification and inspector training <input type="checkbox"/> Dust control <input type="checkbox"/> Filter berms <input type="checkbox"/> General construction site waste management <input type="checkbox"/> Geotextiles <input type="checkbox"/> Gradient terraces <input type="checkbox"/> Grass-lined channels <input type="checkbox"/> Land grading  <input type="checkbox"/> Model ordinances  <input type="checkbox"/> Mulching <input type="checkbox"/> Riprap	<input type="checkbox"/> Sediment trap <input type="checkbox"/> Sediment basins and rock dams <input type="checkbox"/> Sediment filters and sediment chambers <input type="checkbox"/> Silt fence <input type="checkbox"/> Sodding <input type="checkbox"/> Soil roughening <input type="checkbox"/> Soil retention <input type="checkbox"/> Spill prevention and control plan <input type="checkbox"/> Storm drain inlet protection <input type="checkbox"/> Temporary diversion dikes <input type="checkbox"/> Temporary stream crossings <input type="checkbox"/> Temporary slope drain <input type="checkbox"/> Vegetated buffer <input type="checkbox"/> Wind fences and sand fences <input type="checkbox"/> Construction site inspection by municipal inspectors <input type="checkbox"/> Plan to prioritize construction sites for inspection by municipal inspectors <input type="checkbox"/> Others: _____
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### 5. Post-Construction Storm Water Management in New Development & Redevelopment

<input type="checkbox"/> Alternative turnarounds <input type="checkbox"/> Alternative pavers <input type="checkbox"/> Alum injection <input type="checkbox"/> Bioretention <input type="checkbox"/> BMP inspection and maintenance <input type="checkbox"/> Buffer zones <input type="checkbox"/> Catch basin <input type="checkbox"/> Conservation easements <input type="checkbox"/> Dry extended detention ponds <input type="checkbox"/> Eliminating curbs and gutters <input type="checkbox"/> Grassed swales <input type="checkbox"/> Grassed filter strip <input type="checkbox"/> Green parking <input type="checkbox"/> In-line storage <input type="checkbox"/> Infiltration trench	<input type="checkbox"/> Infiltration basin <input type="checkbox"/> Infrastructure planning <input type="checkbox"/> Manufactured products for storm water inlets <input type="checkbox"/> Narrower residential streets <input type="checkbox"/> On-Lot treatment <input type="checkbox"/> Open space design <input type="checkbox"/> Ordinances for post-construction runoff <input type="checkbox"/> Porous pavement <input type="checkbox"/> Sand and organic filters <input type="checkbox"/> Storm water wetland <input type="checkbox"/> Urban forestry <input type="checkbox"/> Wet ponds <input type="checkbox"/> Zoning <input type="checkbox"/> Others: _____
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## SECTION V – BEST MANAGEMENT PRACTICES (BMP's) cont.

### 6. Pollution Prevention/Good Housekeeping for Municipal Operations

<input type="checkbox"/> Alternative products <input type="checkbox"/> Alternative discharge options for chlorinated water <input type="checkbox"/> Automobile maintenance <input type="checkbox"/> Hazardous materials storage <input type="checkbox"/> Illegal dumping control <input type="checkbox"/> Landscaping and lawn care <input type="checkbox"/> Materials management <input type="checkbox"/> Parking lot and street cleaning <input type="checkbox"/> Pest control <input type="checkbox"/> Pet waste collection	<input type="checkbox"/> Road salt application and storage <input type="checkbox"/> Roadway and bridge maintenance <input type="checkbox"/> Septic system controls <input type="checkbox"/> Spill response and prevention <input type="checkbox"/> Storm drain system cleaning <input type="checkbox"/> Used oil recycling <input type="checkbox"/> Vehicle washing <input type="checkbox"/> Others: _____ _____ _____
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## SECTION VI – MEASURABLE GOALS

### 1. Public Education and Outreach on Storm Water Impacts.

List measurable goals (with start and end dates):

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### 2. Public Involvement/Participation.

List measurable goals (with start and end dates):

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## SECTION VI – MEASURABLE GOALS (cont.)

### 3. Illicit Discharge Detection and Elimination.

List measurable goals (with start and end dates):

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### 4. Construction Site Storm Water Runoff Control.

List measurable goals (with start and end dates):

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### 5. Post-Construction Storm Water Management in New Development and Redevelopment.

List measurable goals (with start and end dates):

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### 6. Pollution Prevention/Good Housekeeping for Municipal Operations.

List measurable goals (with start and end dates):

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## **SECTION VII – TOPOGRAPHIC MAP**

Attach to this NOI a USGS 7.5 minute (1:24,000 scale) topographic map, or equivalent, of the MS4 service area with the known municipal storm sewer outfalls and any major control structures (retention or detention basins, infiltration devices, etc.) identified. Include on the map the area extending at least one mile beyond your service boundaries. The map must be attached to BOTH NOIs that are submitted to LDEQ (i.e., the original NOI and the copy of the NOI). Waterways and streets/highways must be clearly identified by name on the map. Appropriate maps can be obtained from local government agencies such as DOTD or the Office of Public Works. Maps can also be obtained online at <http://map.deq.state.la.us/> or [www.topozone.com](http://www.topozone.com). Private map companies can also supply you with these maps. If you cannot locate a map through these sources you can contact the Louisiana Department of Transportation and Development at:

1201 Capitol Access Road  
Baton Rouge, LA 70802  
(225) 379-1107  
[maps@dotd.louisiana.gov](mailto:maps@dotd.louisiana.gov)

Alternatively, permit applicants may submit a CD containing the appropriate GIS layers, created using ESRI software, such as ArcMap.

## **SECTION VIII – DISCHARGE CHARACTERIZATION**

Attach any existing quantitative data that characterizes the discharge. Depending upon availability, you should include:

1. monthly mean rainfall estimates;
2. measured or estimated volume of the discharges from the municipal storm sewer per inches of rain;
3. quantitative data describing the quality of discharges from the municipal storm sewer, including the outfalls sampled, sampling procedures and analytical methods used
4. the results of any visual or analytical field screening at identified outfalls, including wet and dry weather screenings



## SECTION IX - SIGNATURE

According to the Louisiana Water Quality Regulations, LAC 33:IX.2503, the following requirements shall apply to the signatory page in this application:

### Chapter 25. Permit Application and Special LPDES Program Requirements

#### 2503. Signatories to permit applications and reports

A. All permit applications shall be signed as follows:

1. For a corporation - by a responsible corporate officer. For the purpose of this Section responsible corporate officer means:
  - (a) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or
  - (b) The manager of one or more manufacturing, production, or operating facilities provided: the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations and initiating and directing other comprehensive measures to ensure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken together complete and accurate information for permit application requirements; and the authority to sign documents has been assigned or delegated to the manager in accordance with corporation procedures.

**NOTE:** LDEQ does not require specific assignments or delegations of authority to responsible corporate officers identified in the Permit **Standard Conditions, Section D.10.a.(1)(a)**. The agency will presume that these responsible corporate officers have the requisite authority to sign permit applications unless the corporation has notified the state administrative authority to the contrary. Corporate procedures governing authority to sign permit applications may provide for assignment or delegation to applicable corporate positions under Permit **Standard Conditions, Section D.10.a.(1)(b)** rather than to specific individuals.

2. For a partnership or sole proprietorship - by a general partner or the proprietor, respectively; or
3. For a municipality, state, federal or other public agency – by either a principal executive officer or ranking elected official. For the purposes of this section a principal executive officer of a federal agency includes:
  - (a) The chief executive officer of the agency, or
  - (b) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

B. All reports required by permits and other information requested by the state administrative authority shall be signed by a person described in Permit **Standard Conditions, Section D.10.a.**, or by a duly authorized representative of that person. A person is a duly authorized representative only if:

1. The authorization is made in writing by a person described in Permit **Standard Conditions, Section D.10.a.**
2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company, (a duly authorized representative may thus be either a named individual or any individual occupying a named position); and
3. The written authorization is submitted to the state administrative authority.

## SECTION IX – SIGNATURE (cont.)

- C. Changes to authorization. If an authorization under Permit **Standard Conditions, Section D.10.b** is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of **Section D.10.b** must be submitted to the state administrative authority prior to or together with any reports, information, or applications to be signed by an authorized representative.
- D. Any person signing any document under Permit **Standard Conditions, Section D.10.a. or b** shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

## Signatory Requirements

All storm water management plans, storm water pollution prevention plans, reports, certifications or information either submitted to the State Administrative Authority or that this permit requires be maintained by the permittee, shall be signed by a person described in LAC 33:IX.2503.A, or by a duly authorized representative of that person. A person is a duly authorized representative only if:

1. The authorization is made in writing by a person described in LAC 33:IX.2503.A,
2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity, such as the position of manager, operator, superintendent, or position of equivalent responsibility or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be a named individual or any individual occupying a named position), and
3. The written authorization is submitted to the State Administrative Authority.

Pursuant to the Water Quality Regulations (specifically LAC 33:IX.2503) promulgated September 1995, the state NOI must be signed by a responsible individual as described in LAC 33:IX.2503 and that person shall make the following certification:

**"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."**

**Signature** \_\_\_\_\_  
**Printed Name** \_\_\_\_\_  
**Title** \_\_\_\_\_  
**City/Town** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Telephone** \_\_\_\_\_

### CHECKLIST

To prevent any unnecessary delay in the processing of your notice of intent to be covered under the general permit, please take a moment and check to be certain that the following items have been addressed and enclosed:

1. ALL questions and requested information have been answered (N/A if the question or information was not applicable).
2. The appropriate person has signed the signatory page.
4. Please forward the original and one copies of this NOI and all attachments.

**ANY NOI THAT DOES NOT CONTAIN ALL OF THE REQUESTED INFORMATION WILL BE CONSIDERED INCOMPLETE. NOI PROCESSING WILL NOT PROCEED UNTIL ALL REQUESTED INFORMATION HAS BEEN SUBMITTED.**

**NOTE: UPON RECEIPT AND SUBSEQUENT REVIEW OF THE NOI BY THE WATER PERMITS DIVISION, YOU MAY BE REQUESTED TO FURNISH ADDITIONAL INFORMATION IN ORDER TO COMPLETE THE PROCESSING OF THE NOI.**